

GOVERNMENT OPERATIONS COMMITTEE MEETING MINUTES
JANUARY 20, 2015

GOVERNMENT OPERATIONS COMMITTEE MEMBERS PRESENT: Hicks, Shay, Henke, Campbell, Dumas, Fedler

GOVERNMENT OPERATIONS COMMITTEE MEMBERS ABSENT: Shaw

SUPERVISORS: Gang, Idleman, O'Brien, Lindsay, Armstrong, Brown, Suprenant, LaPointe

Sandy Huffer, Deputy Clerk

Al Nolette, Treasurer

Karen Pratt, IT Director

Roger Wickes, County Attorney

Kevin Hayes, Administrator

Laura Chadwick, RPTS Director

Leslie Allen, BOE Comm.

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes - November 24, 2014
- 3) Dick Look, Northern Insuring Agency
- 4) Department Reports/Requests
 - A. Board of Elections
 1. Copier
 2. Year End Report
 - B. Information Technology
 1. Department Update
 2. Intern (Report/Request)
 3. Web Publishing Policy
 - C. Real Property
 1. Annual Report
 2. Argyle – Remaining Lands of PVI
 3. Agreement – Village of Greenwich – Exempt Parcels
- 5) Other Business
- 6) Adjournment

Chairman Hicks called the meeting to order at 10:00 A.M.

A motion to accept the minutes of the November 24, 2014 meeting, was moved by Mr. Henke, seconded by Mr. Shay and adopted.

Dick Look, Northern Insuring Agency addressed the committee on the 2015 excess workers compensation and employers liability policies. The excess workers comp policy covers up to a maximum of \$25M. It goes over and above the county's self-insurance plan. Each year, they canvass the market for quotes. The current company, Safety National gave the best price \$99,409, which is up 5% from last year. The employer's liability premium is \$13,016, down about \$1,000 from last year. It was asked if arming Probation Officers is covered under these policies. Mr. Look stated that is covered under NYMIR's law enforcement liability policy. Kevin stated that both of these policies have never been used. Roger Wickes stated we already have insurance for employees who carry firearms. We will be adding additional employees which will add to the cost. The quote for adding Probation Officers was about \$2,200 per person totaling about \$28,000 which is not in the budget. A budget amendment for insuring additional people carrying firearms will be brought to the Finance meeting. A motion to approve the 2015 Workers Compensation and Employers liability policies, was moved by Mr. Henke, seconded by Mr. Shay and adopted.

Leslie Allen, BOE Commissioner addressed the following with the committee:

- Copier – Board of Elections received a replacement reconditioned copier about two weeks ago. The company reset the copy count so they don't know how many copies were on it before it was given to us. We billed RICOH for reimbursement of ballots that had to be sent out to be printed. They agreed to give us a credit of \$1,746.50 on our account. The same maintenance contract terms continue with the replacement copier.
- Year End Report – The Board of Elections 2014 Annual Report that she submits to the state was distributed.
- There will be one primary this year and could have three in 2016. Finding Election Inspectors is sometimes hard to do. They've had issues in the Towns of Jackson, Fort Edward, Whitehall and Hampton. Last year they placed ads in the paper looking for inspectors and only got one. They do put a sign-up sheet for anyone interested in being an inspector at polling sites. Leslie doesn't feel changing from contract worker to employee had any effect. An inspector must earn over \$600 in order to be issued a w-2. Only the Technicians earn over \$600 a year. Ms. Idleman added that town political committees have a responsibility to recruit inspectors. By statute the County is responsible for providing inspectors. If any town is considering moving a polling site, Board of Elections needs to have it finalized by the end of June.

Karen Pratt, IT Director addressed the following with the committee:

- Department Update – Detailed Departmental Highlights for the period of September 1 – December 31, 2014 (on file) Significant Items:
 - Worked with Public Safety and the Sheriff on the roll out of J2 software.
 - Connected Granville Barn.
 - Other time consuming projects include web site redesign.
 - Payroll migration to next gen product.
 - Built server for new DA/Public Defender application.
 - Set up Cambridge Assessor to connect to county via Citrix.
 - Wireless expansion – The goal for next month is to be able to share with Supervisors a user name and password to pick up wireless internet access in the building. Public access would be down the road. She wants to make sure there is enough bandwidth and we don't get oversaturated with other people using it. Mr. O'Brien is concerned that public wireless access could allow someone through our firewall and cause damage.
- Intern (Report/Request) – The SUNY Adirondack intern did a video presentation at a Board meeting. She has had a request from Greenwich School for an intern. The intern would shadow IT personnel. The intern would work an hour a day, two days a week from mid-February to April 2. A motion to approve unpaid intern in IT, was moved by Mrs. Dumas, seconded by Mr. Shay and adopted.
- Web Publishing Policy – Karen Pratt asked Chris DeBolt, core team member to address the committee. He is working with Karen and Roger on a website use and content management policy. Under the new website being designed by Civic Plus, one of the advantages is that there will be a content management portion in place so each department would post their own material, rather than IT posting all items. Each department head will have the ability to designate employees within their department into three categories, content authors, content approvers and content owners. Authors would write the content, develop what would be

posted. Content approvers would review the content for compliance to the policy, fits the formatting recommendations of Civic Plus and that it is appropriate. The content owners would be responsible for maintaining the content once it's on the website. The idea was to have internal checks and balances within a department. If a department isn't sure whether something they want to post could be a liability risk, there will be a mechanism whereby they can allow the County Administrator or County Attorney to review it. Are working on what items would require mandatory approval by the Administrator or Attorney, such as if there are implications to county policy or items that cross departments. In an attempt to streamline things, there may be a way within the system for pre-reviewed ministerial postings being exempt, such as meeting minutes that have been approved by a board. They want to have checks and balances in the policy but not make it onerous. Mr. O'Brien has concerns about disgruntled employees posting inappropriate items, videos, pictures, words, names, quotes, etc. which can have legal liabilities. He feels the designer should be the department head so all items are reviewed and items of confidentiality are not posted. The policy will have to be approved by the full Board of Supervisors. Employees will have to sign off that they have read the policy. There will also be training. Mr. Henke stated this could create another workload. Kevin feels it could also cut down on phone calls and office visits if the public can find answers on the website. This is a shift of posting responsibilities from IT to the departments. Kevin feels overall it should make more information accessible to the public. Chris will bring back a draft policy for the committee to review. Mr. Campbell commented that finding efficiencies doesn't necessarily mean we save money, it may be we do a better job and have more information available, hopefully without extra cost.

Laura Chadwick, Real Property Director addressed the following with the committee:

- Annual Report – Distributed annual report for review.
- Dates Set for BAR Training and Auction – Board of Assessment Review training on 4/22 in the evening at ACC jointly with Warren County. She will distribute information to BAR members that need training. County Tax Sale will be Saturday, June 13th at the Kingsbury Firehouse. Distributed a handout - Breakdown of 2015 Washington County and Town Bill by Percentage.
- Argyle – Remaining Lands of PVI – Distributed survey map showing four county owned parcels. The County will be retaining the cemetery parcel. There are three options for selling the other three parcels, can sell like the Harford Landfill property, can be part of the tax sale or through a realtor. Mr. Henke doesn't feel it's a good time to sell property. Generally the people in Argyle don't want the county to divest of the property. The recommendation from the Town of Argyle is to give the leaser another five year lease allowing the county to get out if they decide to sell. Mr. Brown recommends selling through a realtor rather than at auction and not be in a hurry to sell. Laura stated at the Argyle Planning Board meeting she attended, at least 12 adjoining landowners were there concerned about the land remaining agricultural. Chairman Hicks feels these properties are an asset of the county that we are not using and should be sold and put back on the tax roll. Portions of three parcels are being leased as farmland. The revenue generated from the lease is less than \$1,000 per year. The five year lease is due to expire on 3/31/2015. It was asked if we can offer the farmer currently leasing the first option to buy. Roger Wickes stated that public property not acquired for taxes must be sold through auction after advertising to the highest bidder. The Board can pass a local law to supersede that law like we did for PV. Mr. Shay stated he'd like to see these parcels remain in agriculture and we shouldn't be in a hurry to sell them. Mr. Campbell stated that if a farmer wants the land, he'll buy it. A motion to sell parcels 2, 3

and 4 by on-line auction, was moved by Mr. Campbell, seconded by Mrs. Dumas. Restrictions could be placed on the sale. A motion to sell the parcels by on-line auction, was moved by Mr. Campbell, seconded by Mrs. Dumas and adopted. Supervisors Shay, Henke opposed. A motion to extend the current lease until 11/30/15, was moved by Mr. Campbell, seconded by Mrs. Dumas. Roger Wickes reiterated that the lease has to go out to bid. The Board's obligation is to lease for market value. He has been contacted by another party interested in leasing the property. Laura stated that in order for the county to receive an ag exemption, the lease has to be for five years and in place by March 1. A motion to amend the motion to extend the lease until 11/30/15 and instead go out for RFP's for a five year lease, was moved by Mr. Shay, seconded by Mrs. Dumas and adopted. A motion to extend the current lease until 11/30/15, moved by Mr. Campbell, seconded by Mrs. Dumas and adopted, as amended. The RFP's will go out right away for the Finance Committee to consider so it can be acted on at the February Board meeting.

- Summit Lake parcel map distributed – This is the county owned parcel that the Village of Argyle has wells on and a lease with the county that expires in 2090. The lease could be modified if both parties agree. No action taken at this time.
- Agreement – Village of Greenwich – Exempt Parcels – Resolution – A motion to formalize exempt parcels agreement with the Village of Greenwich, was moved by Mr. Campbell, seconded by Mr. Henke and adopted.
- List of all county owned parcels distributed (on file).

Meeting adjourned at 12:21 pm.

*Respectfully submitted,
Sandy Huffer, Deputy Clerk
Washington County Board of Supervisors*